

Request for Sealed Quotations for Goods

Design, Layout and Printing of Annual Report 2024/2025

Procurement Reference No: [NCS/G/LLPBN-64/2026]

Agricultural Boards Building, 30 David Hosea Meroro Road | PO Box 38 Windhoek Namibia



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Livestock and Livestock
Products Board

Letter of Invitation

To whom it may concern

NCS/G/LLPBN-64/2026

11 February 2026

To whom it may concern

Design, Layout and Printing of Annual Report for the Livestock and Livestock Products Board of Namibia for the 2024/2025 Financial Year.

The *Livestock and Livestock Products Board of Namibia* invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to *Keodumetse Thataone*, Compliance@nammic.com.na, 061-275 876

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,



Keodumetse Thataone
Head Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Livestock and Livestock Products Board* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III and a typed quotation on the bidders' company letter head should also be submitted;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) One reference letter of previous work done

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified company Registration Certificate/Founding Statement/ Memorandum of Association **MUST BE CORE BUSINESS** (copies that were certified before and re-copied and recertified will be rejected);
- (b) have an original valid NamRa good Standing Tax Certificate or certified copy (copies that were certified before and re-copied and recertified will be rejected); **(Should be valid upon bid closing date)**
- (c) have an original valid good Standing Social Security Certificate or certified copy (copies that were certified before and re-copied and recertified will be rejected); **(Should be valid upon bid closing date)**
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or confirmation letter from the Employment Equity Commission that the employer did not submit the report for the period following the date when the certificate was issued, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its

personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Delivery

Soft copy of the Annual Report shall be emailed within **Seven (7) working days** from acceptance of the tender to ***compliance@nammic.com.na***.

Delivery of **hard copies of the Annual Report** shall be delivered within **Ten (10) working days** from acceptance and editing of the **Soft Copy**.

Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- ***Quality test, general inspection and conformity to goods***

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Livestock and Livestock Products Board of Namibia with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited at the Livestock and Livestock Products Board of Namibia, 38 David Hosea Meroro Rd Windhoek, Operations Department in the foyer in a box marked "TENDER BOX" in a sealed envelope not later than ***20 February 2026 @ 12 pm***. Quotations should be hand delivered and reach the Livestock and Livestock Products Board of Namibia, 38 David Hosea Meroro Rd Windhoek by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the LLPBN @ ***2pm on 20 February 2026***. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be emailed to the bidders and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The LLPBN shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price and technical compliance. NB! Lowest priced quotation will not guarantee the awarding of contract.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. **Please include a hard copy of previous Annual Reports printed or similar work done.**

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Not Applicable

13.2. Bidders applying for the Margin of Preference shall submit, evidence of:

Not Applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The LLPBN shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and email the notice for selection of award within five (5) working days. Furthermore, the LLPBN shall attend to all requests for debriefing made in writing within two (2) working days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:[Day/month/year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....



2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I..... [insert full name], owner/representative

of..... [insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Livestock and Livestock Products Board of Namibia

Procurement Ref No: G/RFQ/LLPBN-29 /2024

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [<i>To be filled by the Public Entity</i>]				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 				
A	B	C	D	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1.	Artwork: Design & layout	1	N/A					
2.	Size	1	A4 138 pp 4/4 & cover 4/4					
3.	Print text	N/A	128 gsm Sunbrite Gloss					
4.	Finishing:	N/A	Text printed in full colour throughout Cover printed in full colour on both sides plus Matt lamination on one side only					
5.	Printed Copies	50	297 * 210mm					
6.	Paper type print	N/A	Cover: 250 gsm Sunbrite Gloss					
	A copy of the previous Annual Report will be available at the Livestock and Livestock Products Board of Namibia for viewing. No copies may leave the premises. Office Hours 7:30am-12:45pm 2pm-4:30pm Monday – Friday							

NAME:								
NAME OF BIDDER:				TOTAL				
	POSITION:	SIGNAT URE	DATE					

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/G/LLPBN-64/2026

The scope of Service includes the Design, Layout and Printing of the LLPBN Annual Report 2024/2025

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Artwork: Design & Layout		
	Size: A4 138 pp 4/4 & cover 4/4		
	Print text: 128 gsm Sunbrite Gloss		
	Finishing: Text printed in full colour throughout Cover printed in full colour on both sides plus Matt lamination on one side only		
	Printed Copies: 297 * 210mm		
	Paper type print: Cover: 250 gsm Sunbrite Gloss		

** Columns A and B to be completed by Public Entity.*

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND

CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref.

NCS/G/LLPBN-64/2026 on the website of the Public www.nammic.com.na except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/G/LLPBN-64/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Livestock and Livestock Products Board of Namibia
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods (Livestock and Livestock Products Board of Namibia formerly known as the Meat Board), Agricultural Boards Building 30 David Hosea Meroro Rd Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the LLPBN, the address and the contact name shall be: Keodumetse Thataone, compliance@nammic.com.na For the Supplier, the address and contact name shall be:
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Annual Report is to be delivered within 10 working days from the date of Purchase Order or Signing of Contract.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed delivery note; (b) invoice
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed “<i>shall not</i>” be adjustable.</p>
Terms of Payment GCC 16.1	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price “<i>shall not be</i>” adjustable to the fluctuation in the rate of exchange.</p>
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of 1% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	<p>(i) No performance security is required</p>
Discharge of Performance Security GCC 18.4	<p>Not Applicable</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: N/A.</p>

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	Not Applicable Warranty Applies
Transportation GCC 25	The Goods shall be delivered: DDP (Delivered duty paid)
Inspection and Test GCC 26.1	The inspection and tests shall be: Quality and conformity to specifications
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: (Livestock and Livestock Products Board of Namibia formerly known as the Meat Board), Agricultural Boards Building 30 David Hosea Meroro Rd Windhoek
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract 0.05% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>Five (5) days after delivery of printed copies</i>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5-7 day(s)

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

